

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.706
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	Minimum Qualification Specifications	3.714
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PUBLIC HOUSING SPECIALIST I & II
PUBLIC HOUSING SUPERVISOR III, IV, V & VI

Basic Education/Experience Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had the experience of the kind and quality described in the statements below, and in the amounts shown in the table below, or any equivalent combination of training and experience:

Class Title	Specialized Experience (Years)	Supervisory/ Staff Specialist Experience (Years)	Total Experience (Years)
Public Housing Specialist I	0	0	0
Public Housing Specialist II	1/2	0	1/2
Public Housing Supervisor III	1-1/2	*	1-1/2
Public Housing Supervisor IV	2-1/2	*	2-1/2
Public Housing Supervisor V	2-1/2	1	3-1/2
Public Housing Supervisor VI	2-1/2	2	4-1/2

Specialized Experience: Applicants must possess experience in one or a combination of the following types of work:

1. Progressively responsible work which required participation in, or the conduct of, most of the operational activities normally associated with housing projects, including such activities as:
 - Development and implementation of local policies, procedures and work plans;
 - Supervision and training of subordinate personnel;
 - Budgetary control and fiscal management of funds and expenditures related to project operations, maintenance and repair of project facilities, etc.;
 - Evaluation of operating and maintenance costs and practices to obtain maximum efficiency and economy;
 - Rental and occupancy activities involving tenant selection, dwelling unit assignment, surveys of local rent and utility rates, setting and/or collecting rents and charges; and
 - Community and tenant relations including development of cooperative dealings and harmonious relationships, adjustment of complaints, assistance on problems of health, safety, recreation and social welfare needs of tenants.
2. Progressively responsible work in real property management as an employee or agent of a real estate firm, bank, insurance company, etc., engaged in the control and conduct of multiple unit residential housing operations, private housing developments, shopping centers, etc.

Such work must have demonstrated knowledge of, and experience in most of the following activities:

- Establishment of rent schedules;
- Property rental, lease negotiation and preparation;

- Property maintenance and repair which included responsibility for the efficient and economical maintenance of the property and the protection of the owner's investment through property inspections and effecting needed repairs and alterations; and
- Fund management; i.e., the installation and maintenance of fiscal accountability control procedures and records to reflect income and expenses.

For level III, applicants must have had at least one year of Specialized Experience comparable to the Public Housing Specialist II level in the State service.

For level IV, applicants must have had at least one year of Specialized Experience comparable to the Public Housing Supervisor III level, or two years of Specialized Experience comparable to the Public Housing Specialist II in the State service.

For Level V, applicants must have had at least one year of Specialized Experience comparable to the Public Housing Supervisor IV level, or two years of Specialized Experience comparable to the Public Housing Supervisor III level, in the State service.

For Level VI, applicants must have had at least one year of Specialized Experience comparable to the Public Housing Supervisor V level, or two years of Specialized Experience comparable to the Public Housing Supervisor IV level, in the State service.

Supervisory or Staff Specialist Experience: Applicants must meet one or a combination of the following:

- A. Supervisory Experience: Supervisory work experience which included:
- 1) planning, organizing, scheduling, and directing the work of others;
 - 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

*For the Public Housing Supervisor III and IV levels, supervisory aptitude rather than actual supervisory experience may be accepted. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of

supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

- B. **Staff Specialist Experience:** Experience in the field of public housing, real property management, or related fields as a staff specialist which involved work such as conducting studies and making recommendations for the development or revision of standards, policies, procedures and techniques pertaining to program or activity; giving technical advice and direction; gathering data to determine conformance with standards and requirements; conducting special studies; recommending staff improvements and developing training materials. Also, work experience which involved securing the cooperation and support of private and public agencies and community organizations to promote, develop and maintain an understanding of public housing goals and objectives and the role public housing projects play in the total pattern of community organization; collecting and analyzing data on present and projected staffing needs and on employee training programs to meet workforce needs; and evaluating standards, policies, procedures and techniques pertaining to public housing activities.

Substitutions Allowed

A master's degree from an accredited college or university with a major in business or public administration may be substituted for one year of Specialized Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be

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established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes PUBLIC HOUSING SPECIALIST I and II; and PUBLIC HOUSING SUPERVISOR III, IV, V and VI, which were approved on March 20, 1984.

DATE APPROVED: 4/18/2012


pw BARBARA A. KRIEG, Interim Director
Department of Human Resources Development

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 01/01/2016
Bargaining Unit: 13 Professional and Scientific Employees

		Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR20	ANN	45,348	47,172	49,056	51,036	53,100	55,236	57,432	59,736	62,112	64,608	67,188
	MON	3,779	3,931	4,088	4,253	4,425	4,603	4,786	4,978	5,176	5,384	5,599
	8HR	174.40	181.44	188.64	196.32	204.24	212.48	220.88	229.76	238.88	248.48	258.40
	HRLY	21.80	22.68	23.58	24.54	25.53	26.56	27.61	28.72	29.86	31.06	32.30
SR21	ANN	47,172	49,056	51,036	53,100	55,236	57,432	59,736	62,112	64,608	67,188	69,876
	MON	3,931	4,088	4,253	4,425	4,603	4,786	4,978	5,176	5,384	5,599	5,823
	8HR	181.44	188.64	196.32	204.24	212.48	220.88	229.76	238.88	248.48	258.40	268.72
	HRLY	22.68	23.58	24.54	25.53	26.56	27.61	28.72	29.86	31.06	32.30	33.59
SR22	ANN	49,056	51,036	53,100	55,236	57,432	59,736	62,112	64,608	67,188	69,876	72,648
	MON	4,088	4,253	4,425	4,603	4,786	4,978	5,176	5,384	5,599	5,823	6,054
	8HR	188.64	196.32	204.24	212.48	220.88	229.76	238.88	248.48	258.40	268.72	279.44
	HRLY	23.58	24.54	25.53	26.56	27.61	28.72	29.86	31.06	32.30	33.59	34.93
SR23	ANN	51,036	53,100	55,236	57,432	59,736	62,112	64,608	67,188	69,876	72,648	75,588
	MON	4,253	4,425	4,603	4,786	4,978	5,176	5,384	5,599	5,823	6,054	6,299
	8HR	196.32	204.24	212.48	220.88	229.76	238.88	248.48	258.40	268.72	279.44	290.72
	HRLY	24.54	25.53	26.56	27.61	28.72	29.86	31.06	32.30	33.59	34.93	36.34
SR24	ANN	55,236	57,432	59,736	62,112	64,608	67,188	69,876	72,648	75,588	78,624	81,756
	MON	4,603	4,786	4,978	5,176	5,384	5,599	5,823	6,054	6,299	6,552	6,813
	8HR	212.48	220.88	229.76	238.88	248.48	258.40	268.72	279.44	290.72	302.40	314.48
	HRLY	26.56	27.61	28.72	29.86	31.06	32.30	33.59	34.93	36.34	37.80	39.31
SR25	ANN	57,432	59,736	62,112	64,608	67,188	69,876	72,648	75,588	78,624	81,756	85,020
	MON	4,786	4,978	5,176	5,384	5,599	5,823	6,054	6,299	6,552	6,813	7,085
	8HR	220.88	229.76	238.88	248.48	258.40	268.72	279.44	290.72	302.40	314.48	327.04
	HRLY	27.61	28.72	29.86	31.06	32.30	33.59	34.93	36.34	37.80	39.31	40.88
SR26	ANN	59,736	62,112	64,608	67,188	69,876	72,648	75,588	78,624	81,756	85,020	88,404
	MON	4,978	5,176	5,384	5,599	5,823	6,054	6,299	6,552	6,813	7,085	7,367
	8HR	229.76	238.88	248.48	258.40	268.72	279.44	290.72	302.40	314.48	327.04	340.00
	HRLY	28.72	29.86	31.06	32.30	33.59	34.93	36.34	37.80	39.31	40.88	42.50
SR27	ANN	62,112	64,608	67,188	69,876	72,648	75,588	78,624	81,756	85,020	88,404	91,956
	MON	5,176	5,384	5,599	5,823	6,054	6,299	6,552	6,813	7,085	7,367	7,663
	8HR	238.88	248.48	258.40	268.72	279.44	290.72	302.40	314.48	327.04	340.00	353.68
	HRLY	29.86	31.06	32.30	33.59	34.93	36.34	37.80	39.31	40.88	42.50	44.21

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 01/01/2017
Bargaining Unit: 13 Professional and Scientific Employees

		Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR20	ANN	46,932	48,828	50,772	52,824	54,960	57,168	59,448	61,824	64,284	66,864	69,540
	MON	3,911	4,069	4,231	4,402	4,580	4,764	4,954	5,152	5,357	5,572	5,795
	8HR	180.48	187.84	195.28	203.20	211.36	219.84	228.64	237.76	247.28	257.20	267.44
	HRLY	22.56	23.48	24.41	25.40	26.42	27.48	28.58	29.72	30.91	32.15	33.43
SR21	ANN	48,828	50,772	52,824	54,960	57,168	59,448	61,824	64,284	66,864	69,540	72,324
	MON	4,069	4,231	4,402	4,580	4,764	4,954	5,152	5,357	5,572	5,795	6,027
	8HR	187.84	195.28	203.20	211.36	219.84	228.64	237.76	247.28	257.20	267.44	278.16
	HRLY	23.48	24.41	25.40	26.42	27.48	28.58	29.72	30.91	32.15	33.43	34.77
SR22	ANN	50,772	52,824	54,960	57,168	59,448	61,824	64,284	66,864	69,540	72,324	75,192
	MON	4,231	4,402	4,580	4,764	4,954	5,152	5,357	5,572	5,795	6,027	6,266
	8HR	195.28	203.20	211.36	219.84	228.64	237.76	247.28	257.20	267.44	278.16	289.20
	HRLY	24.41	25.40	26.42	27.48	28.58	29.72	30.91	32.15	33.43	34.77	36.15
SR23	ANN	52,824	54,960	57,168	59,448	61,824	64,284	66,864	69,540	72,324	75,192	78,228
	MON	4,402	4,580	4,764	4,954	5,152	5,357	5,572	5,795	6,027	6,266	6,519
	8HR	203.20	211.36	219.84	228.64	237.76	247.28	257.20	267.44	278.16	289.20	300.88
	HRLY	25.40	26.42	27.48	28.58	29.72	30.91	32.15	33.43	34.77	36.15	37.61
SR24	ANN	57,168	59,448	61,824	64,284	66,864	69,540	72,324	75,192	78,228	81,372	84,612
	MON	4,764	4,954	5,152	5,357	5,572	5,795	6,027	6,266	6,519	6,781	7,051
	8HR	219.84	228.64	237.76	247.28	257.20	267.44	278.16	289.20	300.88	312.96	325.44
	HRLY	27.48	28.58	29.72	30.91	32.15	33.43	34.77	36.15	37.61	39.12	40.68
SR25	ANN	59,448	61,824	64,284	66,864	69,540	72,324	75,192	78,228	81,372	84,612	87,996
	MON	4,954	5,152	5,357	5,572	5,795	6,027	6,266	6,519	6,781	7,051	7,333
	8HR	228.64	237.76	247.28	257.20	267.44	278.16	289.20	300.88	312.96	325.44	338.48
	HRLY	28.58	29.72	30.91	32.15	33.43	34.77	36.15	37.61	39.12	40.68	42.31
SR26	ANN	61,824	64,284	66,864	69,540	72,324	75,192	78,228	81,372	84,612	87,996	91,500
	MON	5,152	5,357	5,572	5,795	6,027	6,266	6,519	6,781	7,051	7,333	7,625
	8HR	237.76	247.28	257.20	267.44	278.16	289.20	300.88	312.96	325.44	338.48	351.92
	HRLY	29.72	30.91	32.15	33.43	34.77	36.15	37.61	39.12	40.68	42.31	43.99
SR27	ANN	64,284	66,864	69,540	72,324	75,192	78,228	81,372	84,612	87,996	91,500	95,172
	MON	5,357	5,572	5,795	6,027	6,266	6,519	6,781	7,051	7,333	7,625	7,931
	8HR	247.28	257.20	267.44	278.16	289.20	300.88	312.96	325.44	338.48	351.92	366.08
	HRLY	30.91	32.15	33.43	34.77	36.15	37.61	39.12	40.68	42.31	43.99	45.76

DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	1.015
STATE OF HAWAII	1.016
.....	1.017
Class Specification for	1.018
the classes:	1.019

OFFICE ASSISTANT I, II, III, IV and V

SERIES DEFINITION

The classes in this series reflect responsibility, as a primary function, for performing a variety of clerical support services. Services provided and duties performed range from simple, routine tasks (e.g., sorting, filing, retrieving, duplicating, mailing, posting and processing paper and electronic data and records; counting, tallying, compiling, verifying and/or correcting information) to more involved activities (e.g., providing information and assistance to others about services available and/or applicable policies and procedures; assisting customers with access to services, screening calls and visitors; scheduling meetings; ordering and maintaining office supplies and equipment; preparing a variety of documents using word processing, spreadsheet and other office equipment and technologies; supervising and performing other clerical activities in support of the day-to-day operations of a work unit).

Levels in this series are distinguished primarily on the basis of the following factors:

1. Complexity of work
2. Supervision received
3. Knowledge and abilities required
4. Nature of available guidelines
5. Supervision exercised

CLASSIFICATION FACTORS AND EVALUATION

The primary key to the interpretation of the classes in this series is a consideration of the **overall** character, scope and complexity of duties. Complexity is relative and the use of the word "complex" in the specification, with or without various modifiers, is in terms of these classes only. The Examples of Duties contain duties representative of a given level and are to be used to clarify the more generalized statements contained in the Class Distinguishers.

Positions in this series typically perform a mixed level of duties, and therefore, will normally be evaluated on the basis of the highest level of work performed for a **substantial** amount of time under general supervision. The presence of a couple of

higher level duties performed for an insignificant amount of time, or under close or immediate supervision for training or other purposes will not be considered in level determination. Moreover, while the Examples of Duties portion of a specification does not normally repeat duties presented in the specification for lower-level classes, it is understood that the duties of lower level classes are an implied part of the range of work of higher level cases. Further, where a specific duty is not mentioned in a specification, its level shall be evaluated in terms of the manner and circumstances in which it is performed and compared against the representative duties listed in the specifications.

CLASS DISTINGUISHERS

OFFICE ASSISTANT I (1.015) - Performs simple and repetitive clerical work tasks with very little variability, in accordance with established procedures, as directed. The work typically involves a short cycle of various tasks and manual dexterity.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

1. Sorts and files materials.
2. Opens and date-stamps mail.
3. Mends torn pages.
4. Duplicates material using a copying machine.
5. Counts various items and performs simple computations.
6. Performs simple and repetitive data entry and/or typing of forms and labels.
7. May also serve as walking messenger.

OFFICE ASSISTANT II (1.016) – Performs moderately complex clerical work involving various standard clerical routines that are carried out on a regular or rotational basis, in accordance with standard practice and instructions; and/or supervises and participates in performing simple and repetitive clerical work tasks that are primarily procedural in nature and carried out in accordance with specific instructions or clearly defined procedures.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

1. Creates, edits, prints, stores, retrieves and deletes documents using a computer and word processing and other software, in draft or final form, from rough or corrected copy where instructions as to format and arrangement are available. Keyboarding/typing speed and accuracy are typically required.
2. Proofreads typed materials for spelling, punctuation and grammatical errors and makes corrections.
3. Sorts, arranges and files material in accordance with established procedures.
4. Gives out forms and provides standard instructions and assistance to the public in filling out requested information.
5. Checks records and forms such as applications, permits, requisitions, vouchers and other materials for completeness and accuracy in accordance with prescribed procedures.
6. Makes arithmetic computations and verifies totals using an adding machine or calculator.
7. Answers the telephone, routes calls and relays messages to appropriate people.
8. Greets callers and directs them to the appropriate person or office.
9. Provides routine information to the public in person or over the telephone.
10. Receives, responds to and sends e-mail messages.
11. Opens, date stamps, sorts, distributes and dispatches mail.
12. Accepts cash payments for standard fees and issues receipts for payments.
13. Operates calculator, photocopier, facsimile and other office machines and equipment.
14. Operates a vehicle as a substantial assignment in the performance of messenger duties.
15. Supervises and participates in the performance of simple and repetitive clerical work on a regular and continuing basis.

OFFICE ASSISTANT III (1.017) – Performs journey level clerical work involving a variety of complex clerical assignments, e.g., those that involve a number of steps/processes and/or referral to a number of different sources and require the use of some judgment to determine appropriate disposition; prioritizes work and carries out assignments independently, in accordance with general instructions and established policies and procedures; and/or supervises and participates in performing moderately complex clerical work.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

In addition to the duties of the lower level:

1. Creates, edits, prints, stores, retrieves and deletes documents using a computer and word processing and other software, in draft or final form, from rough or corrected copy where format and arrangement are not clearly indicated.
2. Prepares, reviews and processes forms, records, reports, applications and other documents for accuracy, completion and conformance to established requirements.
3. Checks records and forms such as applications, permits, requisitions, vouchers and other materials for completeness and accuracy; evaluates the information contained therein for conformance with established requirements; and processes documents in accordance with established policies and procedures.
4. Searches through a variety of paper and electronic files and records, extracts, compiles and summarizes information and prepares periodic and special reports.
5. Composes routine correspondence and letters of acknowledgement.
6. Sets up and maintains paper and electronic files and revises filing systems as necessary.
7. Provides general information and resolves complaints in person or over the telephone involving explanation of rules, regulations, policies and procedures and knowledge of the organization's purpose and functions.
8. Determines the need for and/or makes routine orders for necessary supplies, materials or other items.
9. Makes arrangements for travel, equipment maintenance, telephone service, and other similar matters.

10. Provides training and guidance to, and assigns, reviews and evaluates the work of clerical subordinates performing work comparable to the class Office Assistant II.

OFFICE ASSISTANT IV (1.018) – Performs senior level clerical work that involves a wide range of clerical functions where some originating and planning of work are required and/or a variety of highly complex clerical or administrative tasks that are primarily substantive in nature and requires evaluating information for conformance with established requirements and interpreting laws, rules and regulations in order to determine appropriate disposition and use of judgment because problems are often not covered by standard instructions or established techniques, systems or procedures. Carries out assignments independently, and accomplishes work with substantial use of discretion and selectiveness in deviating from established processes and procedures. Some positions supervise and participate in performing complex clerical work comparable to the class Office Assistant III.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

In addition to the duties of the lower levels:

1. Evaluates and processes documents according to individual circumstances where the correct course of action is not clearly defined.
2. Performs extensive searches through a variety of paper and electronic files and records, extracts, refines and organizes necessary information and prepares reports.
3. Summarizes materials and prepares reports requiring the interpretation and analysis of data and judgment as to format and details of presentation.
4. Evaluates various office processes and determines which may be performed more efficiently through the use of office automation; sets up databases, templates, procedures, etc. that will best meet user and office requirements.
5. Provides training and guidance to, and assigns, reviews and evaluates the work of clerical subordinates performing work comparable to the class Office Assistant III.

OFFICE ASSISTANT V (1.019) – Supervises and participates in performing highly complex clerical work comparable to the class Office Assistant IV.

In addition to the duties of the lower levels, provides training and guidance to, and assigns, reviews and evaluates the work of clerical subordinates performing work comparable to the class Office Assistant IV.

KNOWLEDGE AND ABILITIES REQUIRED: *(The knowledge and abilities required in order to effectively perform the key duties for each of these classes are indicated in the following table. The degree of each knowledge and ability required is commensurate with the scope and level of complexity of the duties and responsibilities that are reflected in each class.)*

"P" indicates prerequisite knowledge and abilities that must be brought to the job.
"A" indicates knowledge and abilities that are required for full performance but may be acquired on the job, within the probationary period.

	I	II	III	IV	V
KNOWLEDGE OF:	P	P	P	P	P
Correct English grammar, spelling, punctuation, word usage and arithmetic					
Office practices and procedures	A	A	P	P	P
Operation and maintenance of common office appliances and equipment	A	A	P	P	P
Principles and practices of supervision			**	**	**
ABILITY TO:	P	P	P	P	P
Read and understand oral and written instructions.					
Write simply and directly.	P	P	P	P	P
Compare words and numbers quickly and accurately.	P	P	P	P	P
Perform arithmetic computations	P	P	P	P	P
Operate and maintain office appliances and equipment.	A	A	P	P	P
Compose routine correspondence and other similar material.			P	P	P
Understand, interpret and apply pertinent policies, procedures, laws, rules and regulations.	P	P	P	P	P
Deal with others in a tactful and polite manner.	P	P	P	P	P
Supervise, assign, review, and evaluate the work of others.			**	**	**

****Required for positions with supervisory responsibility.**

MINIMUM QUALIFICATION REQUIREMENTS

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	Basic Exp (Yrs)	Clerical Exp (Yrs)	Supvy Exp/Aptitude	Total Exp (Yrs)
Office Assistant I	*	0	0	*
Office Assistant II	½	0	0	1/2
Office Assistant III	½	1	**	1-1/2
Office Assistant IV	½	2	**	2-1/2
Office Assistant V	½	3	**	3-1/2

Basic Experience:

*For Office Assistant I, no specific experience or training is required. However, there must be some evidence of the ability to read, write and understand oral and written English.

For Office Assistant II through V, applicants must possess six (6) months of work experience which demonstrated knowledge of English grammar, spelling, arithmetic; ability to read and understand oral and written instructions; write simply and directly and compare words and numbers quickly and accurately.

Clerical Experience: Work experience which involved the performance of a variety of clerical tasks and demonstrated knowledge of office practices and procedures, and the ability to carry out procedures in clerical work systems, and operate various kinds of office equipment and technologies.

**Supervisory Experience or Supervisory Aptitude is required for positions with supervisory responsibility.

- Supervisory experience must have included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance, and disciplining them when necessary.

- Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader, or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Keyboarding/Computer Skill Requirement: Some positions require keyboarding proficiency and/or the ability to use computers and word processing and/or other software applications. Positions that require keyboarding/typing skill (40 net words per minute) are typically at the Office Assistant II and higher levels.

Substitutions Allowed:

1. Graduation from high school or equivalent may be substituted for Basic Experience.
2. Excess Clerical Experience may be substituted for Basic Experience.
3. Successful completion of a substantially full-time clerical/office support/business technology curriculum leading to a degree, diploma or certificate at an accredited community college, business or technical school which included courses in English, clerical/office procedures, and mathematics may be substituted for the required Clerical Experience on the basis of fifteen (15) semester credits of satisfactorily completed coursework for six (6) months of experience, up to a maximum of two (2) years.
4. Education in a baccalaureate program at an accredited college or university may be substituted for Clerical Experience on the basis of fifteen (15) semester credits for six (6) months of experience, up to a maximum of two (2) years.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

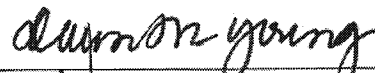
Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position, effectively and safely, with or without reasonable accommodation.

This is a consolidation, change in class title and code, and an amendment of the class specifications and minimum qualification specifications for the Clerk and Clerk-Typist series, which were approved on November 26, 1974 and March 31, 1975 (Clerk Series) and July 25, 2007 (Clerk-Typist Series).

Effective Date: May 16, 2008

DATE APPROVED: March 17, 2008



MARIE C. LADERTA

Director of Human Resources Development

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 07/01/2014
Bargaining Unit: 03 White Collar, Non-supervisor
04 White Collar, Supervisor

		Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR04	ANN	22,824	23,688	24,636	25,632	26,700	27,768	28,872	29,988	31,236	32,460	33,720	35,112	36,468
	MON	1,902	1,974	2,053	2,136	2,225	2,314	2,406	2,499	2,603	2,705	2,810	2,926	3,039
	8HR	87.76	91.12	94.72	98.56	102.72	106.80	111.04	115.36	120.16	124.88	129.68	135.04	140.24
	HRLY	10.97	11.39	11.84	12.32	12.84	13.35	13.88	14.42	15.02	15.61	16.21	16.88	17.53
SR05	ANN	23,688	24,636	25,632	26,700	27,768	28,872	29,988	31,236	32,460	33,720	35,112	36,468	37,980
	MON	1,974	2,053	2,136	2,225	2,314	2,406	2,499	2,603	2,705	2,810	2,926	3,039	3,165
	8HR	91.12	94.72	98.56	102.72	106.80	111.04	115.36	120.16	124.88	129.68	135.04	140.24	146.08
	HRLY	11.39	11.84	12.32	12.84	13.35	13.88	14.42	15.02	15.61	16.21	16.88	17.53	18.26
SR06	ANN	24,636	25,632	26,700	27,768	28,872	29,988	31,236	32,460	33,720	35,112	36,468	37,980	39,492
	MON	2,053	2,136	2,225	2,314	2,406	2,499	2,603	2,705	2,810	2,926	3,039	3,165	3,291
	8HR	94.72	98.56	102.72	106.80	111.04	115.36	120.16	124.88	129.68	135.04	140.24	146.08	151.92
	HRLY	11.84	12.32	12.84	13.35	13.88	14.42	15.02	15.61	16.21	16.88	17.53	18.26	18.99
SR07	ANN	25,632	26,700	27,768	28,872	29,988	31,236	32,460	33,720	35,112	36,468	37,980	39,492	41,064
	MON	2,136	2,225	2,314	2,406	2,499	2,603	2,705	2,810	2,926	3,039	3,165	3,291	3,422
	8HR	98.56	102.72	106.80	111.04	115.36	120.16	124.88	129.68	135.04	140.24	146.08	151.92	157.92
	HRLY	12.32	12.84	13.35	13.88	14.42	15.02	15.61	16.21	16.88	17.53	18.26	18.99	19.74
SR08	ANN	26,700	27,768	28,872	29,988	31,236	32,460	33,720	35,112	36,468	37,980	39,492	41,064	42,684
	MON	2,225	2,314	2,406	2,499	2,603	2,705	2,810	2,926	3,039	3,165	3,291	3,422	3,557
	8HR	102.72	106.80	111.04	115.36	120.16	124.88	129.68	135.04	140.24	146.08	151.92	157.92	164.16
	HRLY	12.84	13.35	13.88	14.42	15.02	15.61	16.21	16.88	17.53	18.26	18.99	19.74	20.52
SR09	ANN	27,768	28,872	29,988	31,236	32,460	33,720	35,112	36,468	37,980	39,492	41,064	42,684	44,388
	MON	2,314	2,406	2,499	2,603	2,705	2,810	2,926	3,039	3,165	3,291	3,422	3,557	3,699
	8HR	106.80	111.04	115.36	120.16	124.88	129.68	135.04	140.24	146.08	151.92	157.92	164.16	170.72
	HRLY	13.35	13.88	14.42	15.02	15.61	16.21	16.88	17.53	18.26	18.99	19.74	20.52	21.34
SR10	ANN	28,872	29,988	31,236	32,460	33,720	35,112	36,468	37,980	39,492	41,064	42,684	44,388	46,188
	MON	2,406	2,499	2,603	2,705	2,810	2,926	3,039	3,165	3,291	3,422	3,557	3,699	3,849
	8HR	111.04	115.36	120.16	124.88	129.68	135.04	140.24	146.08	151.92	157.92	164.16	170.72	177.68
	HRLY	13.88	14.42	15.02	15.61	16.21	16.88	17.53	18.26	18.99	19.74	20.52	21.34	22.21

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 01/01/2017
Bargaining Unit: 03 White Collar, Non-supervisor
04 White Collar, Supervisor

	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR04	ANN	23,184	24,072	25,032	26,040	27,132	28,212	29,340	30,468	31,740	32,976	34,260	37,056
	MON	1,932	2,006	2,086	2,170	2,261	2,351	2,445	2,539	2,645	2,748	2,855	3,088
	8HR	89.20	92.56	96.24	100.16	104.32	108.48	112.88	117.20	122.08	126.80	131.76	142.56
	HRLY	11.15	11.57	12.03	12.52	13.04	13.56	14.11	14.65	15.26	15.85	16.47	17.82
SR05	ANN	24,072	25,032	26,040	27,132	28,212	29,340	30,468	31,740	32,976	34,260	35,676	38,592
	MON	2,006	2,086	2,170	2,261	2,351	2,445	2,539	2,645	2,748	2,855	2,973	3,216
	8HR	92.56	96.24	100.16	104.32	108.48	112.88	117.20	122.08	126.80	131.76	137.20	148.40
	HRLY	11.57	12.03	12.52	13.04	13.56	14.11	14.65	15.26	15.85	16.47	17.15	18.55
SR06	ANN	25,032	26,040	27,132	28,212	29,340	30,468	31,740	32,976	34,260	35,676	37,056	40,128
	MON	2,086	2,170	2,261	2,351	2,445	2,539	2,645	2,748	2,855	2,973	3,088	3,344
	8HR	96.24	100.16	104.32	108.48	112.88	117.20	122.08	126.80	131.76	137.20	142.56	154.32
	HRLY	12.03	12.52	13.04	13.56	14.11	14.65	15.26	15.85	16.47	17.15	17.82	19.29
SR07	ANN	26,040	27,132	28,212	29,340	30,468	31,740	32,976	34,260	35,676	37,056	38,592	41,724
	MON	2,170	2,261	2,351	2,445	2,539	2,645	2,748	2,855	2,973	3,088	3,216	3,477
	8HR	100.16	104.32	108.48	112.88	117.20	122.08	126.80	131.76	137.20	142.56	148.40	160.48
	HRLY	12.52	13.04	13.56	14.11	14.65	15.26	15.85	16.47	17.15	17.82	18.55	20.06
SR08	ANN	27,132	28,212	29,340	30,468	31,740	32,976	34,260	35,676	37,056	38,592	40,128	43,368
	MON	2,261	2,351	2,445	2,539	2,645	2,748	2,855	2,973	3,088	3,216	3,344	3,614
	8HR	104.32	108.48	112.88	117.20	122.08	126.80	131.76	137.20	142.56	148.40	154.32	166.80
	HRLY	13.04	13.56	14.11	14.65	15.26	15.85	16.47	17.15	17.82	18.55	19.29	20.85
SR09	ANN	28,212	29,340	30,468	31,740	32,976	34,260	35,676	37,056	38,592	40,128	41,724	45,096
	MON	2,351	2,445	2,539	2,645	2,748	2,855	2,973	3,088	3,216	3,344	3,477	3,758
	8HR	108.48	112.88	117.20	122.08	126.80	131.76	137.20	142.56	148.40	154.32	160.48	173.44
	HRLY	13.56	14.11	14.65	15.26	15.85	16.47	17.15	17.82	18.55	19.29	20.06	21.68
SR10	ANN	29,340	30,468	31,740	32,976	34,260	35,676	37,056	38,592	40,128	41,724	43,368	46,932
	MON	2,445	2,539	2,645	2,748	2,855	2,973	3,088	3,216	3,344	3,477	3,614	3,911
	8HR	112.88	117.20	122.08	126.80	131.76	137.20	142.56	148.40	154.32	160.48	166.80	180.48
	HRLY	14.11	14.65	15.26	15.85	16.47	17.15	17.82	18.55	19.29	20.06	20.85	22.56
SR11	ANN	30,468	31,740	32,976	34,260	35,676	37,056	38,592	40,128	41,724	43,368	45,096	48,792
	MON	2,539	2,645	2,748	2,855	2,973	3,088	3,216	3,344	3,477	3,614	3,758	4,066
	8HR	117.20	122.08	126.80	131.76	137.20	142.56	148.40	154.32	160.48	166.80	173.44	187.68
	HRLY	14.65	15.26	15.85	16.47	17.15	17.82	18.55	19.29	20.06	21.68	22.56	23.46

Specifications for the Class:

GENERAL LABORER II

Distinguishing Characteristics

Positions in this class perform a variety of semi-skilled manual work tasks involved in the maintenance of roads, buildings, structures and equipment, or refuse collection work involving continuous heavy physical labor as a major work assignment.

This class differs General Laborer I in that the General Laborer II performs a variety of semiskilled manual work tasks involved in road, building and other maintenance projects, or performs refuse collection work involving continuous heavy physical labor as a major work assignment; whereas the General Laborer I performs unskilled manual labor work which does not require a high degree of manipulative skill nor continuous, arduous physical effort.

This class differs from General Laborer III which, in addition to performing a variety of semi-skilled manual work tasks as the major work assignment, supervises the work of a crew in performing a variety of unskilled and semi-skilled manual labor work tasks.

Examples of Duties *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Helps erect wooden and steel scaffolding in and around buildings, scrapes and wire brushes structural steel, wire fences and other metal objects; applies metal primer and paint, using a brush or spray gun; clears roads of dirt, branches, rocks, mud and other obstructions after heavy rains; fills chuck holes with rock; repairs and patches road surfaces with oil, bitumuls or concrete; clears gutters, drains and outlets of obstructions such as rubbish, branches and rocks; lifts containers onto truck, empties contents in truck and returns containers to proper places; assists in erecting concrete forms and mixing and pouring concrete; repairs and patches concrete sidewalks; paints and repairs guard rails and signs; assists in repairing wooden bridges; clears irrigation ditches and removes obstructions such as rocks, mud and weeds and assists a carpenter in repairing wooden irrigation flumes; drills holes in concrete floors with jackhammer; saturates ground areas with solution to kill termites; sprays attics and under pinnings of houses with wood preservative; tears out termite-infested wood from

porches, steps, doors, floorings, window sashes, joists and ceilings; paints all new woodwork with wood preservative; assists a carpenter in repairing leaky roofs with roofing cement and replaces areas with mineral surface paper; replaces burnt out light bulbs; under the supervision of an electrician, repairs light sockets, switches and electrical outlets and replaces fuses; assists a carpenter in hanging doors, replacing window panes, window screen frames, clothes line poles, flooring and door jambs; under the supervision of a plumber, replaces faucet and shower valves, washers, sink and basin traps, hose bibbs and tank bulbs; clears clogged toilets, sinks and basin drain pipes; overhauls, cleans and repairs stoves and burners; assists a painter in preparing surfaces for painting; services motorized equipment by checking and filling gasoline tanks, checking and filling oil in crank case, checking and filling water in batteries, checking air pressure in tires, filling water in radiators and repairing flat tires; washes and greases cars; checks mufflers, springs, brakes, and exhaust pipes and reports findings to a mechanic; assists a carpenter in carrying building materials, supplies and equipment to and from job sites; digs post holes and repairs fences in forest reserve areas; operates a passenger type power mower in cutting grass on public grounds; as lead man, baits, sets and checks rat trap lines for the eradication of rats; operates a pickup truck to transport a work crew, materials, supplies and/or equipment to and from job sites; operates a buster, concrete mixer or similar equipment as a regular work assignment; occasionally assists a plumber in cutting, reaming and threading pipe or a mechanic in cleaning mechanical equipment and shop tools; and performs continuous heavy physical labor in refuse collection as the major work assignment.

Minimum Qualification Requirements

Experience and Training: One (1) year of manual unskilled and semi-skilled work experience in general construction and/or maintenance; or any equivalent combination of training and experience.

Knowledge of: Common hand tools and equipment used in manual unskilled and semi-skilled work in general construction and/or maintenance; and common methods, procedures, and materials used in general construction and maintenance work, including safety practices.

Ability to: Use common hand tools and equipment typical of the class; understand and carry out oral and written instructions; and perform heavy lifting, moving, digging or other manual work typical of the class.

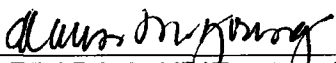
Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the specifications for the class GENERAL LABORER II which were approved on December 13, 1984.

DATE APPROVED: 3/27/2012



BY BARBARA A. KRIEG, Interim Director
Department of Human Resources Development

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 10/01/2015
Bargaining Unit: 01 Blue Collar, Non-Supervisor

		A		A		A		A		A		A		A	
BC01	ANN	36,192	BC09	ANN	49,176	WS01	ANN	37,500	WS09	ANN	52,188	A			
	MON	3,016		MON	4,098		MON	3,125		MON	4,349				
	8HR	139.20		8HR	189.12		8HR	144.24		8HR	200.72				
	HRLY	17.40		HRLY	23.64		HRLY	18.03		HRLY	25.09				
BC02	ANN	36,684	BC10	ANN	51,048	WS02	ANN	39,240	WS10	ANN	54,060				
	MON	3,057		MON	4,254		MON	3,270		MON	4,505				
	8HR	141.12		8HR	196.32		8HR	150.96		8HR	207.92				
	HRLY	17.64		HRLY	24.54		HRLY	18.87		HRLY	25.99				
BC03	ANN	37,716	BC11	ANN	52,908	WS03	ANN	40,380	WS11	ANN	56,148				
	MON	3,143		MON	4,409		MON	3,365		MON	4,679				
	8HR	145.04		8HR	203.52		8HR	155.28		8HR	215.92				
	HRLY	18.13		HRLY	25.44		HRLY	19.41		HRLY	26.99				
BC04	ANN	39,240	BC12	ANN	54,948	WS04	ANN	42,012	WS12	ANN	58,188				
	MON	3,270		MON	4,579		MON	3,501		MON	4,849				
	8HR	150.96		8HR	211.36		8HR	161.60		8HR	223.84				
	HRLY	18.87		HRLY	26.42		HRLY	20.20		HRLY	27.98				
BC05	ANN	40,812	BC13	ANN	56,940	WS05	ANN	43,692	WS13	ANN	60,372				
	MON	3,401		MON	4,745		MON	3,641		MON	5,031				
	8HR	156.96		8HR	219.04		8HR	168.08		8HR	232.24				
	HRLY	19.62		HRLY	27.38		HRLY	21.01		HRLY	29.03				
BC06	ANN	42,432	BC14	ANN	59,112	WS06	ANN	45,444	WS14	ANN	62,640				
	MON	3,536		MON	4,926		MON	3,787		MON	5,220				
	8HR	163.20		8HR	227.36		8HR	174.80		8HR	240.96				
	HRLY	20.40		HRLY	28.42		HRLY	21.85		HRLY	30.12				
BC07	ANN	44,136	BC15	ANN	61,332	WS07	ANN	47,268	WS15	ANN	65,004				
	MON	3,678		MON	5,111		MON	3,939		MON	5,417				
	8HR	169.76		8HR	235.92		8HR	181.84		8HR	250.00				
	HRLY	21.22		HRLY	29.49		HRLY	22.73		HRLY	31.25				
BC08	ANN	45,924				WS08	ANN	49,140							
	MON	3,827					MON	4,095							
	8HR	176.64					8HR	189.04							
	HRLY	22.08					HRLY	23.63							

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 04/01/2016
Bargaining Unit: 01 Blue Collar, Non-Supervisor

		A		A		A		A		A		A		A	
BC01	ANN MON 8HR HRLY	36,912 3,076 142.00 17.75	BC09	ANN MON 8HR HRLY	50,160 4,180 192.96 24.12	WS01	ANN MON 8HR HRLY	38,256 3,188 147.12 18.39	WS09	ANN MON 8HR HRLY	53,232 4,436 204.72 25.59	A			
BC02	ANN MON 8HR HRLY	37,416 3,118 143.92 17.99	BC10	ANN MON 8HR HRLY	52,068 4,339 200.24 25.03	WS02	ANN MON 8HR HRLY	40,020 3,335 153.92 19.24	WS10	ANN MON 8HR HRLY	55,140 4,595 212.08 26.51				
BC03	ANN MON 8HR HRLY	38,472 3,206 148.00 18.50	BC11	ANN MON 8HR HRLY	53,964 4,497 207.52 25.94	WS03	ANN MON 8HR HRLY	41,184 3,432 158.40 19.80	WS11	ANN MON 8HR HRLY	57,276 4,773 220.32 27.54				
BC04	ANN MON 8HR HRLY	40,020 3,335 153.92 19.24	BC12	ANN MON 8HR HRLY	56,052 4,671 215.60 26.95	WS04	ANN MON 8HR HRLY	42,852 3,571 164.80 20.60	WS12	ANN MON 8HR HRLY	59,352 4,946 228.24 28.53				
BC05	ANN MON 8HR HRLY	41,628 3,469 160.08 20.01	BC13	ANN MON 8HR HRLY	58,080 4,840 223.36 27.92	WS05	ANN MON 8HR HRLY	44,568 3,714 171.44 21.43	WS13	ANN MON 8HR HRLY	61,584 5,132 236.88 29.61				
BC06	ANN MON 8HR HRLY	43,284 3,607 166.48 20.81	BC14	ANN MON 8HR HRLY	60,300 5,025 231.92 28.99	WS06	ANN MON 8HR HRLY	46,356 3,863 178.32 22.29	WS14	ANN MON 8HR HRLY	63,888 5,324 245.76 30.72				
BC07	ANN MON 8HR HRLY	45,024 3,752 173.20 21.65	BC15	ANN MON 8HR HRLY	62,556 5,213 240.64 30.08	WS07	ANN MON 8HR HRLY	48,216 4,018 185.44 23.18	WS15	ANN MON 8HR HRLY	66,300 5,525 255.04 31.88				
BC08	ANN MON 8HR HRLY	46,848 3,904 180.16 22.52				WS08	ANN MON 8HR HRLY	50,124 4,177 192.80 24.10							

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 10/01/2016
Bargaining Unit: 01 Blue Collar, Non-Supervisor

A		A		A		A		A		A		A	
BC01	ANN MON 8HR HRLY	37,656 3,138 144.80 18.10	BC09	ANN MON 8HR HRLY	51,168 4,264 196.80 24.60	WS01	ANN MON 8HR HRLY	39,024 3,252 150.08 18.76	WS09	ANN MON 8HR HRLY	54,300 4,525 208.88 26.11		
BC02	ANN MON 8HR HRLY	38,160 3,180 146.80 18.35	BC10	ANN MON 8HR HRLY	53,112 4,426 204.24 25.53	WS02	ANN MON 8HR HRLY	40,824 3,402 157.04 19.63	WS10	ANN MON 8HR HRLY	56,244 4,687 216.32 27.04		
BC03	ANN MON 8HR HRLY	39,240 3,270 150.96 18.87	BC11	ANN MON 8HR HRLY	55,044 4,587 211.68 26.46	WS03	ANN MON 8HR HRLY	42,012 3,501 161.60 20.20	WS11	ANN MON 8HR HRLY	58,416 4,868 224.64 28.08		
BC04	ANN MON 8HR HRLY	40,824 3,402 157.04 19.63	BC12	ANN MON 8HR HRLY	57,168 4,764 219.84 27.48	WS04	ANN MON 8HR HRLY	43,704 3,642 168.08 21.01	WS12	ANN MON 8HR HRLY	60,540 5,045 232.88 29.11		
BC05	ANN MON 8HR HRLY	42,456 3,538 163.28 20.41	BC13	ANN MON 8HR HRLY	59,244 4,937 227.84 28.48	WS05	ANN MON 8HR HRLY	45,456 3,788 174.80 21.85	WS13	ANN MON 8HR HRLY	62,820 5,235 241.60 30.20		
BC06	ANN MON 8HR HRLY	44,148 3,679 169.84 21.23	BC14	ANN MON 8HR HRLY	61,512 5,126 236.56 29.57	WS06	ANN MON 8HR HRLY	47,280 3,940 181.84 22.73	WS14	ANN MON 8HR HRLY	65,160 5,430 250.64 31.33		
BC07	ANN MON 8HR HRLY	45,924 3,827 176.64 22.08	BC15	ANN MON 8HR HRLY	63,804 5,317 245.44 30.68	WS07	ANN MON 8HR HRLY	49,176 4,098 189.12 23.64	WS15	ANN MON 8HR HRLY	67,632 5,636 260.16 32.52		
BC08	ANN MON 8HR HRLY	47,784 3,982 183.76 22.97				WS08	ANN MON 8HR HRLY	51,132 4,261 196.64 24.58					

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 04/01/2017
Bargaining Unit: 01 Blue Collar, Non-Supervisor

		A		A		A		A		A		A		A	
BC01	ANN	38,412	BC09	ANN	52,188	WS01	ANN	39,804	WS09	ANN	55,392				
	MON	3,201		MON	4,349		MON	3,317		MON	4,616				
	8HR	147.76		8HR	200.72		8HR	153.12		8HR	213.04				
	HRLY	18.47		HRLY	25.09		HRLY	19.14		HRLY	26.63				
BC02	ANN	38,928	BC10	ANN	54,180	WS02	ANN	41,640	WS10	ANN	57,372				
	MON	3,244		MON	4,515		MON	3,470		MON	4,781				
	8HR	149.76		8HR	208.40		8HR	160.16		8HR	220.64				
	HRLY	18.72		HRLY	26.05		HRLY	20.02		HRLY	27.58				
BC03	ANN	40,020	BC11	ANN	56,148	WS03	ANN	42,852	WS11	ANN	59,580				
	MON	3,335		MON	4,679		MON	3,571		MON	4,965				
	8HR	153.92		8HR	215.92		8HR	164.80		8HR	229.12				
	HRLY	19.24		HRLY	26.99		HRLY	20.60		HRLY	28.64				
BC04	ANN	41,640	BC12	ANN	58,308	WS04	ANN	44,580	WS12	ANN	61,752				
	MON	3,470		MON	4,859		MON	3,715		MON	5,146				
	8HR	160.16		8HR	224.24		8HR	171.44		8HR	237.52				
	HRLY	20.02		HRLY	28.03		HRLY	21.43		HRLY	29.69				
BC05	ANN	43,308	BC13	ANN	60,432	WS05	ANN	46,368	WS13	ANN	64,080				
	MON	3,609		MON	5,036		MON	3,864		MON	5,340				
	8HR	166.56		8HR	232.40		8HR	178.32		8HR	246.48				
	HRLY	20.82		HRLY	29.05		HRLY	22.29		HRLY	30.81				
BC06	ANN	45,036	BC14	ANN	62,748	WS06	ANN	48,228	WS14	ANN	66,468				
	MON	3,753		MON	5,229		MON	4,019		MON	5,539				
	8HR	173.20		8HR	241.36		8HR	185.52		8HR	255.68				
	HRLY	21.65		HRLY	30.17		HRLY	23.19		HRLY	31.96				
BC07	ANN	46,848	BC15	ANN	65,076	WS07	ANN	50,160	WS15	ANN	68,988				
	MON	3,904		MON	5,423		MON	4,180		MON	5,749				
	8HR	180.16		8HR	250.32		8HR	192.96		8HR	265.36				
	HRLY	22.52		HRLY	31.29		HRLY	24.12		HRLY	33.17				
BC08	ANN	48,744		ANN		WS08	ANN	52,152		ANN					
	MON	4,062		MON			MON	4,346		MON					
	8HR	187.44		8HR			8HR	200.56		8HR					
	HRLY	23.43		HRLY			HRLY	25.07		HRLY					

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Class Specifications
for the Class:

PLUMBER I

Duties Summary:

Performs skilled plumbing work in the repair, maintenance and installation of plumbing systems and equipment; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the fully competent worker in the series.

This class differs from that of Plumber Helper in that the Plumber I performs a variety of skilled plumbing work as a regular and continuing assignment and may supervise one or more helpers assisting in the work; whereas the Plumber Helper performs duties which are essentially routine and repetitive, as well as manual and semi-skilled, and assists a plumber in the repair, maintenance and installation of plumbing systems and equipment.

This class differs from that of Plumber II in that the Plumber I performs skilled plumbing work in the repair, maintenance and installation of plumbing systems and equipment and may occasionally lead the work of other skilled plumbers, but mainly confines supervision to Plumber Helpers and other semi-skilled or unskilled workers; whereas, the Plumber II, in addition to performing skilled plumbing work as the major work assignment, supervises the work of skilled plumbers as a continuing work assignment including setting the pace and quality of workmanship.

Examples of Duties:

Installs, maintains, and repairs heating, water, and drainage systems in offices, houses, and other structures; installs, maintains and makes minor repairs to cesspools, water heaters, pumps, and other units; installs and repairs plumbing fixtures such as showers, wash basins, urinals, toilet bowls, and toilet tanks; does lead caulking, wipes and tests lead joints; cuts, reams and threads pipe; installs and repairs sprinkler systems; replaces washers in leaky faucets, mends/replaces broken pipes and opens clogged drains; reads blueprints and computes material lists; estimates time and materials needed to perform a job; determines what modifications in plans will be necessary when obstructions are met while installing plumbing; may assign tasks to other plumbers and supervise the work of helpers; may perform duties in other trades when not utilized as a plumber.

Knowledge and Abilities Required:

Knowledge of: Practices and methods in the plumbing trade, including safety procedures and plumbing code; the tools, equipment and materials used in the plumbing trade; plumbing systems and fixtures.

Ability to: Use the hand and power tools common to the plumbing trade; read and interpret blueprints, manuals and diagrams; compute material costs; estimate time and material needed to complete a job; do mechanical work; recognize hazards typical of the work; perform heavy lifting, moving and other manual work typical of the class; understand and follow oral and written instructions.

This is an amendment to the specification for the class PLUMBER I which was approved on September 14, 1984.

DATE APPROVED: 10/30/84

/s/ Clement L. Kamalu
for JAMES H. TAKUSHI
Director of Personnel Services

Specifications
for the Class:

ELECTRICIAN I

Distinguishing Characteristics

This class reflects the fully competent worker level in the series.

An Electrician I independently performs a variety of skilled electrical work in the repair, maintenance and installation of electrical systems and equipment as a regular and continuing assignment, and may supervise one or more helpers assisting in the work.

This class differs from the Electrician Helper which performs duties that are essentially routine and repetitive, as well as manual and semi-skilled, and assists, under the supervision of a licensed electrician, in the repair, maintenance and installation of electrical systems and equipment.

This class differs from the Electrician II in that the Electrician I performs skilled electrical work in the repair, maintenance and installation of electrical systems and equipment and may occasionally lead the work of other skilled Electricians but mainly confines supervision to electrician helpers and other semi-skilled or unskilled workers; whereas the Electrician II, in addition to performing skilled electrical work as the major work assignment, supervises the work of skilled electricians as a continuing work assignment including setting the pace and quality of work.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Installs conduits, transformers, traffic signals, airport signaling systems, pull boxes, and switches from drawings and blueprints; services and repairs pumps, motors, generators, switchboards, oil circuit breakers, and various other types of electrical equipment and apparatus; repairs and replaces broken or defective parts in motors, switches, and fixtures; tests, locates, and repairs trouble in electrical circuits and equipment; replaces fuses and incandescent and fluorescent lights; plans electrical installations; traces and diagrams wiring circuits; inspects traffic signal, street lighting, and airport lighting systems; reads blueprints and compiles materials list; may assign

tasks to electricians and supervise the work of helpers; may assist in other related trades when not utilized as an electrician.

Minimum Qualification Requirements

License Required: Applicants must possess a valid State of Hawaii Journey Worker Electrician License, Journey Worker Industrial Electrician License, Supervising Electrician License, or Supervising Industrial Electrician License.

Knowledge of: Practices and methods used in the electrical trade, including safety procedures and electrical code; tools, equipment and materials used in the electrical trade.

Ability to: Use hand and power tools common to the electrical trade; read and interpret blueprints, sketches, manuals and other materials; recognize hazards typical of the work; estimate time and materials needed to complete a job; understand and follow oral and written instructions; perform heavy lifting, moving and other manual work typical of the class.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the specifications for the class ELECTRICIAN I, which were approved on November 9, 1993.

DATE APPROVED: 7/16/2012



BARBARA A. KRIEG, Director
Department of Human Resources Development

Specifications
for the Class:

CARPENTER I

Distinguishing Characteristics

This class reflects the fully competent worker level in the series.

A Carpenter I independently performs a wide variety of skilled carpentry work in the construction, alteration and repair of structural woodwork and wooden articles as a regular and continuing work assignment, and may supervise one or more Carpenter Helpers or other helpers assisting in the work.

This class differs from the Carpenter Helper which performs duties that are essentially routine and repetitive, as well as manual and semi-skilled, in the construction, alteration and repair of structural woodwork and wooden articles, and assists a Carpenter I in rough and finished carpentry work.

This class differs from Carpenter II in that the Carpenter I performs skilled carpentry work in the construction, alteration and repair of structural woodwork and wooden articles and may occasionally lead the work of other skilled carpenters but mainly confines supervision to carpenter helpers and other semi-skilled or unskilled workers; whereas the Carpenter II, in addition to performing skilled carpentry work as a the major work assignment, supervises the work of skilled carpenters as a continuing work assignment including setting the pace and quality of work.

Examples of Duties *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Lays out, cuts, fits braces and reinforces and nails stringers, piers and flooring guard rails for highway bridges; removes and replaces flooring, ceilings, partitions or roofs destroyed by termites, or wet or dry rot; lays out, fits and nails rafters, studs, frames, joints and underpinning posts of buildings; replaces, cuts, and installs glass panes in doors and windows using glazier's points and putty, or strips of molding and nails; lays out, cuts, assembles and installs window frames, door frames and louvers; installs or repairs hardware such as locks, door stops, hasps, hinges and door knobs; constructs wooden fences; reads blueprints, working drawings, sketches or specifications to determine the types and costs of materials needed and dimensions of articles or structures to be constructed or repaired; checks vertical and horizontal

trueness of objects by using a plumb bob, square or level; selects specified types, kinds and sizes of lumber and other materials; lays out foundations with a transit, level, and steel tape; cuts and assembles concrete forms for culverts, walls, curbs, sidewalks, and piers for bridges; assembles and wires together reinforcing iron rods and wire mesh, and pours concrete in forms; measures, cuts and fits timbers for stringers, fenders and braces for wharves, piers and other structures; removes, places and secures heavy timbers with metal bolts and braces; cuts wooden pilings with a pneumatic saw and constructs foundations for pouring underwater concrete pilings; cuts, fits, and erects scaffolding to facilitate work at high levels or difficult to work in places; re-roofs buildings with shingles, roofing paper or galvanized iron; operates wood-working machinery such as sanders, planers, joiners, handsaws, routers, mortises, wood lathes, drill presses, and power saws; lays out, saws, fits, assembles, nails, screws, glues, or dowels and finishes cabinets, filing cases, chairs, counters or desks; lays finished flooring, saws, fits, and nails interior and exterior trim, such as moldings, baseboards, sills and fillers; inspects buildings to determine needed repairs, and orders needed material; assigns and oversees the work of Carpenter Helpers and other semi-skilled or unskilled workers; may lead the work of other journey level Carpenters; may perform work in other building trades when not utilized as a Carpenter.

Minimum Qualification Requirements

Experience and Training: Four (4) years of work experience in performing a variety of rough and finished carpentry work; or any equivalent combination of training and experience.

Knowledge of: Practices and methods used in the carpentry trade, including safety procedures; tools, equipment and materials used in the carpentry trade.

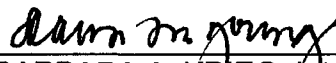
Ability to: Use hand and power tools common to the carpentry trade; read and interpret blueprints and sketches; recognize hazards typical of the work; estimate time and materials needed to complete a job; understand and follow oral and written instructions; perform heavy lifting, moving and other manual work typical of the class.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the specifications for the class Carpenter I, which were approved on May 9, 1983.

DATE APPROVED: 3/28/2012



BARBARA A. KRIEG, Interim Director
Department of Human Resources Development

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 04/01/2016
Bargaining Unit: 01 Blue Collar, Non-Supervisor

		A		A		A		A		A		A	
BC01	ANN	36,912	BC09	ANN	50,160	WS01	ANN	38,256	WS09	ANN	53,232	A	53,232
	MON	3,076		MON	4,180		MON	3,188		MON	4,436		4,436
	8HR	142.00		8HR	192.96		8HR	147.12		8HR	204.72		204.72
	HRLY	17.75		HRLY	24.12		HRLY	18.39		HRLY	25.59		25.59
BC02	ANN	37,416	BC10	ANN	52,068	WS02	ANN	40,020	WS10	ANN	55,140		55,140
	MON	3,118		MON	4,339		MON	3,335		MON	4,595		4,595
	8HR	143.92		8HR	200.24		8HR	153.92		8HR	212.08		212.08
	HRLY	17.99		HRLY	25.03		HRLY	19.24		HRLY	26.51		26.51
BC03	ANN	38,472	BC11	ANN	53,964	WS03	ANN	41,184	WS11	ANN	57,276		57,276
	MON	3,206		MON	4,497		MON	3,432		MON	4,773		4,773
	8HR	148.00		8HR	207.52		8HR	158.40		8HR	220.32		220.32
	HRLY	18.50		HRLY	25.94		HRLY	19.80		HRLY	27.54		27.54
BC04	ANN	40,020	BC12	ANN	56,052	WS04	ANN	42,852	WS12	ANN	59,352		59,352
	MON	3,335		MON	4,671		MON	3,571		MON	4,946		4,946
	8HR	153.92		8HR	215.60		8HR	164.80		8HR	228.24		228.24
	HRLY	19.24		HRLY	26.95		HRLY	20.60		HRLY	28.53		28.53
BC05	ANN	41,628	BC13	ANN	58,080	WS05	ANN	44,568	WS13	ANN	61,584		61,584
	MON	3,469		MON	4,840		MON	3,714		MON	5,132		5,132
	8HR	160.08		8HR	223.36		8HR	171.44		8HR	236.88		236.88
	HRLY	20.01		HRLY	27.92		HRLY	21.43		HRLY	29.61		29.61
BC06	ANN	43,284	BC14	ANN	60,300	WS06	ANN	46,356	WS14	ANN	63,888		63,888
	MON	3,607		MON	5,025		MON	3,863		MON	5,324		5,324
	8HR	166.48		8HR	231.92		8HR	178.32		8HR	245.76		245.76
	HRLY	20.81		HRLY	28.99		HRLY	22.29		HRLY	30.72		30.72
BC07	ANN	45,024	BC15	ANN	62,556	WS07	ANN	48,216	WS15	ANN	66,300		66,300
	MON	3,752		MON	5,213		MON	4,018		MON	5,525		5,525
	8HR	173.20		8HR	240.64		8HR	185.44		8HR	255.04		255.04
	HRLY	21.65		HRLY	30.08		HRLY	23.18		HRLY	31.88		31.88
BC08	ANN	46,848		ANN		WS08	ANN	50,124		ANN			
	MON	3,904		MON			MON	4,177		MON			
	8HR	180.16		8HR			8HR	192.80		8HR			
	HRLY	22.52		HRLY			HRLY	24.10		HRLY			

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 10/01/2016
Bargaining Unit: 01 Blue Collar, Non-Supervisor

A		A		A		A		A		A		A	
BC01	ANN MON 8HR HRLY	37,656 3,138 144.80 18.10	BC09	ANN MON 8HR HRLY	51,168 4,264 196.80 24.60	WS01	ANN MON 8HR HRLY	39,024 3,252 150.08 18.76	WS09	ANN MON 8HR HRLY	54,300 4,525 208.88 26.11		
BC02	ANN MON 8HR HRLY	38,160 3,180 146.80 18.35	BC10	ANN MON 8HR HRLY	53,112 4,426 204.24 25.53	WS02	ANN MON 8HR HRLY	40,824 3,402 157.04 19.63	WS10	ANN MON 8HR HRLY	56,244 4,687 216.32 27.04		
BC03	ANN MON 8HR HRLY	39,240 3,270 150.96 18.87	BC11	ANN MON 8HR HRLY	55,044 4,587 211.68 26.46	WS03	ANN MON 8HR HRLY	42,012 3,501 161.60 20.20	WS11	ANN MON 8HR HRLY	58,416 4,868 224.64 28.08		
BC04	ANN MON 8HR HRLY	40,824 3,402 157.04 19.63	BC12	ANN MON 8HR HRLY	57,168 4,764 219.84 27.48	WS04	ANN MON 8HR HRLY	43,704 3,642 168.08 21.01	WS12	ANN MON 8HR HRLY	60,540 5,045 232.88 29.11		
BC05	ANN MON 8HR HRLY	42,456 3,538 163.28 20.41	BC13	ANN MON 8HR HRLY	59,244 4,937 227.84 28.48	WS05	ANN MON 8HR HRLY	45,456 3,788 174.80 21.85	WS13	ANN MON 8HR HRLY	62,820 5,235 241.60 30.20		
BC06	ANN MON 8HR HRLY	44,148 3,679 169.84 21.23	BC14	ANN MON 8HR HRLY	61,512 5,126 236.56 29.57	WS06	ANN MON 8HR HRLY	47,280 3,940 181.84 22.73	WS14	ANN MON 8HR HRLY	65,160 5,430 250.64 31.33		
BC07	ANN MON 8HR HRLY	45,924 3,827 176.64 22.08	BC15	ANN MON 8HR HRLY	63,804 5,317 245.44 30.68	WS07	ANN MON 8HR HRLY	49,176 4,098 189.12 23.64	WS15	ANN MON 8HR HRLY	67,632 5,636 260.16 32.52		
BC08	ANN MON 8HR HRLY	47,784 3,982 183.76 22.97				WS08	ANN MON 8HR HRLY	51,132 4,261 196.64 24.58					

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 04/01/2017
Bargaining Unit: 01 Blue Collar, Non-Supervisor

		A		A		A		A		A		A	
BC01	ANN MON 8HR HRLY	38,412 3,201 147.76 18.47	BC09	ANN MON 8HR HRLY	52,188 4,349 200.72 25.09	WS01	ANN MON 8HR HRLY	39,804 3,317 153.12 19.14	WS09	ANN MON 8HR HRLY	55,392 4,616 213.04 26.63		
BC02	ANN MON 8HR HRLY	38,928 3,244 149.76 18.72	BC10	ANN MON 8HR HRLY	54,180 4,515 208.40 26.05	WS02	ANN MON 8HR HRLY	41,640 3,470 160.16 20.02	WS10	ANN MON 8HR HRLY	57,372 4,781 220.64 27.58		
BC03	ANN MON 8HR HRLY	40,020 3,335 153.92 19.24	BC11	ANN MON 8HR HRLY	56,148 4,679 215.92 26.99	WS03	ANN MON 8HR HRLY	42,852 3,571 164.80 20.60	WS11	ANN MON 8HR HRLY	59,580 4,965 229.12 28.64		
BC04	ANN MON 8HR HRLY	41,640 3,470 160.16 20.02	BC12	ANN MON 8HR HRLY	58,308 4,859 224.24 28.03	WS04	ANN MON 8HR HRLY	44,580 3,715 171.44 21.43	WS12	ANN MON 8HR HRLY	61,752 5,146 237.52 29.69		
BC05	ANN MON 8HR HRLY	43,308 3,609 166.56 20.82	BC13	ANN MON 8HR HRLY	60,432 5,036 232.40 29.05	WS05	ANN MON 8HR HRLY	46,368 3,864 178.32 22.29	WS13	ANN MON 8HR HRLY	64,080 5,340 246.48 30.81		
BC06	ANN MON 8HR HRLY	45,036 3,753 173.20 21.65	BC14	ANN MON 8HR HRLY	62,748 5,229 241.36 30.17	WS06	ANN MON 8HR HRLY	48,228 4,019 185.52 23.19	WS14	ANN MON 8HR HRLY	66,468 5,539 255.68 31.96		
BC07	ANN MON 8HR HRLY	46,848 3,904 180.16 22.52	BC15	ANN MON 8HR HRLY	65,076 5,423 250.32 31.29	WS07	ANN MON 8HR HRLY	50,160 4,180 192.96 24.12	WS15	ANN MON 8HR HRLY	68,988 5,749 265.36 33.17		
BC08	ANN MON 8HR HRLY	48,744 4,062 187.44 23.43				WS08	ANN MON 8HR HRLY	52,152 4,346 200.56 25.07					